

SWINDON VILLAGE PRIMARY SCHOOL COVID-19 RISK ASSESSMENT



School employers are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance. This risk assessment will supplement any existing risk assessments that are used across the school.

This risk assessment has been created by using the Assess, Plan, Do, Review model as set out by GCC SHE Unit (See diagram) and following involvement from employees, governors, and representatives from Gloucestershire Local Authority. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

The risk assessment will be reviewed on a weekly basis or if the risk level changes and will be updated following any further [government guidance](#). The risk assessment will be shared with all staff and published on the school website.

Risk	Preventative Measures	Further instructions that are school specific to embed preventative measures
Section.1a: Policies and Procedures		
<p>Policies and procedures do not reflect current COVID-19 legislation and guidance</p>	<ul style="list-style-type: none"> • Relevant policies updated to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> ○ Safeguarding/child protection ○ Behaviour ○ Curriculum ○ Staff Handbook ○ Special educational needs ○ Visitors to school • Ensure website is compliant • Establish a visitors’ protocol so that parents, contractors, professionals working with individual children are clear about the infection control measures that you have in place <p>Prevention</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. 2) Where recommended, use of face coverings in schools. 3) Clean hands thoroughly more often than usual. 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products. 6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Where necessary, wear appropriate personal protective equipment (PPE). <p><i>(Numbers 1 to 5 must be in place in all schools, all the time. Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 7 applies in specific circumstances.)</i></p>	<p>Policies to be shared with all stakeholders via school website</p> <p>Policies and procedures updated as and when national/local guidance changes</p>

	<p>Response to any infection</p> <p>8) Engage with the NHS Test and Trace process.</p> <p>9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>10) Contain any outbreak by following local health protection team advice. <i>(Numbers 8 to 10 must be followed in every case where they are relevant.)</i></p>	
Section.1b: Preparation of the school site		
<p>Health and safety non-compliance which increases risk of the spread of infection</p>	<ul style="list-style-type: none"> • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.) • Ensuring emergency response is up-to-date should the school be forced to close • Ensure that AC systems working optimately; • Spaces MUST be well ventilated using natural ventilation (opening windows) with additional ventilation during breaks / lunchtimes • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Doors to be closed when premises unoccupied. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors) • Entry points to school controlled (including deliveries). • Building access rules clearly communicated through signage on entrances • Limit visitors by exception (e.g. for priority contractors, emergencies etc.) • School start times staggered so flubbles arrive at different times • Outside Signage and/or Outside Floor Markings to indicate designated entrance and exit • Sufficient supplies of PPE are provided including Staff Visors to be encouraged at points where staff are in possible contact with parents e.g. Gate Duty at drop-off and pick-up times. • Sufficient tissues or equivalent are provided for all rooms • Sufficient handwashing facilities are available for all school users • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in toilets (where necessary) and kitchen areas • Sufficient and suitable bins are provided to support pupils and staff to follow ‘catch it, bin it, kill it’ approach • Thorough communication with contractors and suppliers to support plans for fully opening (e.g. cleaning, catering, food supplies, hygiene suppliers) • Arrangements made with cleaners for additional cleaning and additional hours agreed to allow for this (liaison with relevant contractors) • Remove rubbish daily and dispose of it safely 	<p>Overarching rule – Minimising contact and mixing between people reduces transmissions of CV-19</p> <p>School site map provided for all staff and shared with parents (visual representation of entry and access points for specific groups)</p>

<p>Alteration of fire safety and evacuation leads to uncertainty of which procedures to follow for evacuation</p>	<ul style="list-style-type: none"> • Review emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly points etc...) • Fire registers to be completed each day showing how many children are in • Upon sounding of fire bell, all children and adults follow usual evacuation procedures with: <ul style="list-style-type: none"> ○ A member of staff within the bubble/flubble closes doors within their bubble/flubble and exits via the nearest exit point. ○ Children remaining with their group leader while moving out of their doors to evacuation point ○ Fire Registers should be taken and held in the air once all children are accounted for. • All other classes to leave via nearest fire exit/exit doors • Children to line up at distance with their leader at front who will call the register • Report back to admin staff/leader when all present/areas have been checked 	<p>Update fire evacuation procedures in light of new bubble arrangements</p> <p>Establish regular fire evacuation drills to test out new procedures, making necessary alterations to the evacuation plans in light of the outcomes of the drills</p>
<p>Increased risk as a result of lack of social distancing and mixing of groups</p>	<p>Face Coverings / Shields (In the event of local lockdowns or restrictions, or at the discretion of the school at all other times):</p> <ul style="list-style-type: none"> • Face coverings / Shields to be worn by visitors (unless exempt) at all times • Staff to wear face coverings in all communal areas outside their flubble area • Staff can wear face masks when teaching or when working closer than 2m with a child • Staff MUST wear a face mask or a face shield at the end of the school day when they are likely to come into contact with parents / carers • All internal meetings of more than 2 people should be done on Zoom including: Leadership; Staff; PKAT etc • All parents/carers to be asked to wear face coverings / shields when dropping off and when collecting children from the school site • Visitors will be expected to provide their own face covering • A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe • Face shields cleaned when they have been removed by staff 	<p>Expectations with regards to face coverings / shields shared with all stakeholders</p> <p>Conversations with individual members of staff who are deemed vulnerable</p>
<p>Poor cleaning regimes leads to spread of infection</p>	<ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sanitising spray and paper towels/clean cloths to be provided for use by members of staff • Hand Sanitiser provided in all classrooms and offices as well as for the operation of photocopiers and entry points to the staff room. Sanitiser MUST be used before using any photocopier and on entering AND leaving the staff room • Thorough cleaning of rooms at the end of the day • Shared materials and surfaces to be cleaned frequently (e.g. toys, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.) 	<p>Shared with cleaning company</p>

	<ul style="list-style-type: none"> Resources that are shared outside of flubbles – Year Groups (e.g. sports, art and science equipment) to be cleaned frequently and meticulously. Toilets to be inspected regularly and cleaned daily <p>Daily cleaning Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> Banisters Classroom desks and tables Bathroom facilities (including taps and flush buttons) Door and window handles Furniture Light switches Reception desks Teaching and learning aids Computer equipment (including keyboards and mouse) Sports equipment Toys Telephones 	
<p>Contact and mixing of pupils and adults not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> School is divided up into 7 clearly defined ‘Year Group Flubbles – Reception through to Year 6 to minimise mixing (Bubbles do not mix and where mixing is more likely, social distancing of 2m will be required e.g. end of the school day) A record will be kept of all pupils and staff in each class, year group bubble or close contact group within the year group bubble (legal obligation to complete registers as per government guidance) Groups use the same classroom or area of the school throughout the day ALL Key Worker Classrooms MUST break off into small mini groups and can use the available areas around the school. Children should be spaced out wherever possible as there will only be a small number with an adult. Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure Pupil movements around the school site, either in groups or individuals are controlled to limit contact and mixing Groups will stay within a specific “zone” of the site to minimise mixing at playtimes The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles Consideration will be given to corridor congestion. Allow maximum possible gap between adults in the corridors. 	<p>New systems shared with all stakeholders</p> <p>Plan of the building shared with all staff</p> <p>Kitchen aware of expectations</p>

	<ul style="list-style-type: none"> • Use screens or barriers where necessary to further prevent groups mixing • In areas where queues may form, floor markings used to indicate distancing • Groups do not mix to play sports or games together • Assemblies not held – they will be held using our online platform. 	
<p>Contact and mixing of pupils and adults at play and lunchtimes not managed which leads to spread of infection</p>	<ul style="list-style-type: none"> • Staggered break and lunchtimes to avoid mixing and contact of different bubble groups • Break time snacks, milk and lunches to be provided in ‘Bubble Classes’ for year groups 2 to 6). Reception and Year 1 to eat in the main school hall at different sittings. • Multiple groups do not use outdoor equipment simultaneously • Separate spaces for each bubble group clearly indicated at break time + lunch times. • Staff to report any non-compliance 	
<p>Classrooms poorly organised leading to risk of spread of infection</p> <p>Larger numbers of pupils in an enclosed setting causes spread of infection</p> <p>Insufficient hand washing facilities increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Regular inspection of classrooms to ensure space between seats and desks are maintained – where possible pupils are seated side by side and facing forwards (Y2 – Y6) • Where pupils are not arranged facing forwards, such as YR and Y1, regular inspection of measures to minimise contact and mixing e.g. hand hygiene, spacing, use of outdoor spaces as part of continuous provision • Staff to maintain a distance from other staff and pupils of 2m wherever and whenever possible • Unwanted items and furniture removed from classrooms • Lidded Bins for tissues provided and are emptied at the end of each day • Sufficient handwashing facilities are available. • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied • Sanitising spray and Paper towel /Cleaning Cloths to be provided in classrooms for use by staff • Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with other Year Group Flubbles. • Equipment used in practical lessons cleaned thoroughly between groups • Limit shared resources being taken home / Avoid sharing books and other materials • Staff and pupils to have their own individual and very frequently used equipment, eg: pencils and pens. 	
<p>Poor toileting regime increases risk of spread of infection</p>	<ul style="list-style-type: none"> • Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing • Door signs mounted to identify which flubble (year group) can use each toilet areas • Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times • Staff toilets to be cleaned across the course of the day 	

<p>Office staff coming into direct contact with large numbers of people through entrance or foyer</p>	<ul style="list-style-type: none"> • Provision of PPE to office staff if applicable • Where possible the main reception window is to be kept closed, • All visitors to stay behind the marked line – only 1 person in the main entrance at all times. • Hand sanitiser provided at all entrances • Visitors do not sign in with the same pen - admin to sign in/out on behalf of visitor(s). • Pupils, staff and visitors to remove all face coverings at school and clean hands immediately on arrival – covered bin to be provided in school entrance to dispose of temporary face covering. 	<p>School to provide PPE in the form of gloves, aprons, sanitizer, face masks and face shields where necessary</p>
<p>Visitors to school / meetings in school increase risk of spread of infection if procedures are not followed</p>	<ul style="list-style-type: none"> • Communication with all contractors and suppliers that they will need to support the school's plans in full e.g. catering, cleaning, food supplies • Visitors to the school will be limited by exception e.g. for priority contractors, emergencies etc... • Deliveries and visits to site (e.g. contractors) are arranged in advance. • Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.) • Parents/carers and visitors coming into the school building without an appointment is not to be permitted. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> ○ the name; ○ a contact phone number; ○ date of visit; ○ arrival and departure time; ○ the name of the assigned staff member. • Visitors are asked if they are or have recently been displaying symptoms of COVID-19 • When visitors/contractors are on site their movements between bubbles are restricted <p>Open Days/ Parents Evenings</p> <ul style="list-style-type: none"> • School to follow GCC recommendation: • Open days, parents evenings and other events will be avoided. Wherever possible, events will be held on a virtual platform to avoid gatherings in school. • Where such events are able to take place: <ul style="list-style-type: none"> ○ Any large parents' events will be planned and risk assessed for COVID-19. ○ Measures taken to ensure the strict adherence to social distancing of 2 metres. ○ The size and circumstance of the rooms/spaces will determine the maximum number of people that can be accommodated while also facilitating social distancing. In determining the number of people that can reasonably follow 2 metres distancing the total floorspace as well as likely pinch points and busy areas taken into account (e.g. entrances, exits). 	

	<ul style="list-style-type: none"> ○ Attendees will be pre-bookings only to manage numbers and will help with the Test and Trace (see below). ○ Weather permitting, stalls set up outside as the risk of transmission is lower outdoors. ○ Making use of multiple exit and entry points. ○ Introduce a one-way flow in and out, with appropriate floor markings or signage. ○ Any changes to entrances, exits and queues take into account the need to make reasonable adjustments for those who need them, such as people with disabilities. ○ Arrival and departure times of different group will be effectively supervised so as to reduce the pressure at exits and entrances. ○ Queues managed to reduce the risk of congestion ○ Socially distanced queuing systems. ○ Frequently touched surfaces cleaned regularly. ○ On entering school everyone is to wash their hands. ○ Wearing face coverings if maintaining 2m distancing is difficult. ○ Toilets kept open and carefully managed e.g. avoid overcrowding, ensure distancing, regular cleaning. ○ To support the NHS Test and Trace a temporary record of attendees to be kept for 21 days, in a way that is manageable. This will include name and contact number. ○ Evacuation procedures reviewed, particularly if normal fire exits are changed or inaccessible. 	
<p>Caterers do not follow the school's guidance and this risks spread of virus</p>	<ul style="list-style-type: none"> • Assurances that caterers comply with the guidance for food businesses on COVID-19 • Discussion with caterers to agree arrangements for staggered lunches (e.g. holding hot food, cleaning between sittings, distancing and minimising contacts) 	<p>School meal provider to share their own risk assessment with the school.</p>
<p>School breakfast and after-school provision increases risk pupils mixing</p>	<ul style="list-style-type: none"> • If before and after-school provision is by an external company, risk assessment is shared prior to any occupation of the school buildings • Before and after-school providers to ensure clear and regular communication with parents and regular liaison with school, including testing outcomes and changes to the provision should they take place • 	
<p>Lettings are not correctly managed and this leads to increased risk of spread</p>	<ul style="list-style-type: none"> • Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID19 Secure guidelines • The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines 	

	<ul style="list-style-type: none"> • Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines • The school will ask any hiring organisation to provide evidence of their risk assessment • Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.) • 	
Section.1c: General Communication and Communication of risk		
<p>Lack of awareness of policies and procedures leads to placing pupils and staff at risk</p>	<ul style="list-style-type: none"> • Daily briefing to pupils on school rules and measures with reminders when leaving/entering rooms • COVID-19 posters/ signage displayed • Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website) • Regular communications to parents (and young people) via school website and letters • Communication with others (e.g. extended school provision, lettings, regular visitors, etc. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security • Keep parent appointments / external meetings on a 'virtual platform' or by telephone • Open days / parents' evenings / curriculum meetings to be held virtually following local authority guidance (refer to 'Open Days' section within this RA 	<p>Parents and pupils informed of key aspects of the school's road map for full opening</p>
Section.2: Close Contact & First Aid / Illness Management		
<p>Poor management of first aid</p>	<ul style="list-style-type: none"> • Check staff qualifications, paying particular attention to renewal dates and statutory requirements e.g. Early Years and Paediatric First-Aid • Consider enrolling more staff on training • Employees providing general first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: <ul style="list-style-type: none"> ○ washing hands or using hand sanitiser, before and after treating injured person ○ wear a face mask or face shield ○ wear gloves or cover hands when dealing with open wounds ○ if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; ☑ if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest ○ dispose of all waste safely 	

	<ul style="list-style-type: none"> • PPE provision - pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way: <ul style="list-style-type: none"> ○ A face shield to be worn if a distance of 2m cannot be maintained ○ If contact is necessary, then gloves, an apron and a face mask should be worn • Eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting 	
	<ul style="list-style-type: none"> • Where possible, use of designated area for close contact and illness management. Identify a room that sick pupils can be kept isolated in until parents come to collect them, ideally with: <ul style="list-style-type: none"> ○ A door you can close ○ A window you can open for ventilation ○ A separate bathroom they can use (either attached to the room or nearby) • Procedures in place should someone become unwell whilst attending school - make sure staff in school know that they should: <ul style="list-style-type: none"> ○ Move pupils to a suitable room if a child is unwell. The child should be isolated. ○ Staff caring for a child awaiting collection should keep to a distance of 2m ○ Staff to wash their hands for 20 seconds after making contact with the ill pupil ○ If showing symptoms of C-19: <ul style="list-style-type: none"> ▪ First aiders should wear PPE (provided): <ul style="list-style-type: none"> • A face mask or shield to be worn if a distance of 2m cannot be maintained • If contact is necessary, then gloves, an apron and a face mask should be worn • Eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting ▪ Ring for child/adult to go home immediately and inform parents of symptoms and procedures for testing: <ul style="list-style-type: none"> • book a test if they are displaying symptoms; • inform the school immediately of the results of a test; • provide details of anyone they have been in close contact with; • self-isolate if necessary ▪ All areas where a person with symptoms has been to be cleaned after they have left ▪ Positive test - members of bubble remain at home for remaining 14 days ▪ Negative test - members return to school next working day ▪ Should staff have close hand-on contact, they should monitor themselves for symptoms of possible CV-19 over the following 14 days 	<p>GCC NOTE: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others.</p> <p>Staff expected to wear school clothing as set out within the school Code of Conduct</p>

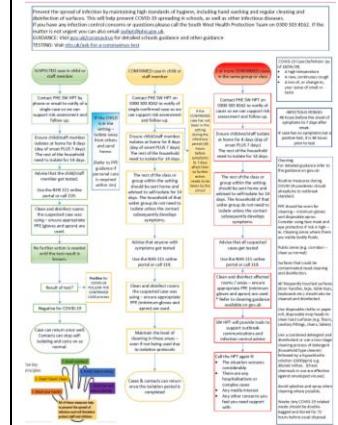
Suspected case of COVID-19 not managed effectively which places others at risk

Cleaning regime does not deep clean the suspected area and leads to further risk of re-infection

• **Make contact with relevant agencies e.g. NHS Business Services Authority 0800 046 8687 – Option 1; PHE (swhpt@phe.gov.uk) or ask.swhpt@phe.gov.uk; Local Authority for COVID-19 school related issues – Tel: 01452 426015 (it will be answered as 'In Year Admissions' but staff are ready to advise re: Coronavirus) or e-mail them on covidschoolenquiries@gloucestershire.gov.uk; Call 119**

- Clean and disinfect surfaces the person has come into contact with, including:
 - Objects which are visibly contaminated with body fluids
 - All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors)
- When cleaning hard surfaces and sanitary fittings, use either:
 - Disposable cloths, or
 - Paper rolls and disposable mop heads
- When cleaning and disinfecting, use either:
 - A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine
 - A household detergent, followed by a disinfectant with the same dilution as above
 - An alternative disinfectant, that's effective against enveloped viruses
- Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine
- Clean and disinfect anything used for transporting these items with standard cleaning products
- Launder any possibly contaminated items on the hottest temperature the fabric will tolerate
- If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning
- Dispose of any items that are heavily soiled or contaminated with body fluids.
- Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full
- Place these bags in a suitable and secure place away from children and mark them for storage
- Wait until you know the test results to take the waste out of storage
- If the individual tests negative, put the bags in with the normal waste
- If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours.
- If you don't have a secure place, you'll need to arrange for a collection for 'category B' infectious waste from either you:
 - Local waste collection authority or by a specialist clinical waste contractor

Refer to PHE flow diagram



Section.3: Employees

<p>Lack of understanding of risk control measures or poor communication leads to increased risk of infection</p>	<ul style="list-style-type: none"> • Employees are fully briefed about plans and protective measures identified in the risk assessment – this is achieved through regular communication via emails and staff briefings • Regular communications about systems which make clear that those who have CV symptoms, or who have someone in their household who does, are not to attend school • All staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Procedures in place to inform staff members and parents/ carers that they will need to be ready and willing to book a test if they are displaying symptoms; • Crucial that they inform the school immediately of <ul style="list-style-type: none"> ○ the results of a test ○ provide details of anyone they have been in close contact with ○ self-isolate if necessary 	<p>Principles for staff</p> <ul style="list-style-type: none"> • Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your HT/Manager), and access a test as soon as possible • Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered • Use the ‘catch it, bin it, kill it’ approach • Avoid touching your mouth, nose and eyes • Clean frequently touched surfaces often using standard products, such as detergents and bleach • Think about ways to modify your teaching approach to keep a
<p>Poor mental health leads to increased rates of staff absence</p>	<ul style="list-style-type: none"> • Ensure that staff are supported and able to share their concerns openly via a range of communication methods e.g. face-to-face, phone, email, video conference • Access to Occupational Health and Employee Assistance programme https://www.gloucestershire.gov.uk/schoolsnet/gccplus/staff/occupational-health/employee-assistance-programme-health-assured/ • Information shared about the extra mental health support for pupils and teachers is available • Keeping in touch with any staff who are working off-site – working arrangements, welfare, mental and physical health and personal security • Governing Body and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing 	
<p>Risk to vulnerable employees</p>	<ul style="list-style-type: none"> • Vulnerable employees (‘clinically vulnerable’ to coronavirus) identified and told not to attend school if shielding • Consideration given to personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity • Where necessary individual risk assessments for employees at special risk (take account of medical advice) 	
<p>Poor hygiene routines lead to increased risk of infection spreading between staff</p>	<ul style="list-style-type: none"> • Frequent hand washing encouraged for adults (following guidance on hand cleaning) • Adults are encouraged not to touch their mouth, eyes and nose • Adults encouraged to use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste (‘catch it, bin it, kill it’) 	

<p>Lack of reduced contact and distancing increases risk of virus spread</p>	<ul style="list-style-type: none"> • Where possible, use a simple 'no touching' approach for young children to understand the need to maintain distance • Older children to be encouraged to keep their distance within bubbles • Staff to keep 2 metres from other adults as much as possible • Where possible staff to maintain distance from their pupils, staying at the front of the class • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone • Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff • The occupancy of staff rooms and offices limited • Use of staff room to be minimised. Staff to have their OWN cup/mug and to be responsible for looking after it / washing it up • Staff in shared spaces (e.g. office) to avoid working facing each other • Use of phones to communicate between different parts of school 	<p>distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important)</p> <ul style="list-style-type: none"> • Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary
<p>Lack of reduced contact and distancing increases risk of virus spread when working with high-needs pupils</p>	<ul style="list-style-type: none"> • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces • Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<ul style="list-style-type: none"> • Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters
<p>Timetabling / curriculum / PPA staff</p>	<ul style="list-style-type: none"> • Reviewing timetables to decide which lessons or activities will be delivered on what days to ensure that bubbles are kept apart e.g. Outdoor PE; use of the hall etc.... - groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits • Teachers to Identify and plan lessons that could take place outdoors • Use the timetable to reduce movement around the school or building • Planning break times (including lunch), so that all pupils are not moving around the school at the same time • The same teacher(s) and other staff are assigned to each bubble and where possible, these stay the same • Staff, such as PPA staff, that move between classes and year groups, to keep their distance from pupils and other staff • Singing, wind and brass instrument playing can be undertaken in line with Department for Culture, Media and Sport guidance (working safely during coronavirus (COVID-19): performing arts) • Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ physical distancing; ○ playing outside wherever possible; ○ limiting group sizes to no more class bubbles; positioning pupils back-to-back or side-to-side; 	<ul style="list-style-type: none"> • Prevent your class from sharing equipment and resources (like stationery) • Keep your classroom door and windows open if possible for air flow

	<ul style="list-style-type: none"> ○ avoiding sharing of instruments; ○ ensuring good ventilation. 	
PE and School Sport not properly managed	<ul style="list-style-type: none"> ● Pupils kept in same consistent bubbles where possible during PE and sport ● Sports equipment thoroughly cleaned between each use ● Staff to make themselves fully aware of COVID-19 guidance for re-starting competitive sport issued by the relevant governing bodies and the required actions for each sport: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport; ○ advice from organisations such as the Association for Physical Education ○ the Youth Sport Trust ○ guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents / using changing rooms safely ● Outdoor sports should be prioritised where possible. Large indoor spaces used where it is not as long as protective measures are in place – social distancing, ventilation, hand hygiene etc.. ● Distance between pupils from will be maximised ● Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements and that the prove they can operate within the wider protective measure explained within this risk assessment ● Activities such as the ‘Daily Mile’ will be encouraged 	<ul style="list-style-type: none"> ● Limit the number of children from your class using the toilet at any one time ● Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms ● Make sure you’ve read the school’s updated behaviour policy and know what role in it you’re being asked to take. ● If planning a school visit, please ask provider for CV-19 risk assessment and control measures. Similar requests from any transport company
Swimming not correctly managed which leads to unnecessary contact / mixing and potential risk of spread of infection	<ul style="list-style-type: none"> ● If using external swimming provision, liaise with the provider and discuss any changes, to check the risks have been assessed and they have implemented COVID-secure control measures following guidance ● The same bubbles from the classroom will be applied to the pool groups 	
Lack of understanding of educational visit and journeys leads to higher level of risk	<ul style="list-style-type: none"> ● From the autumn term, non-overnight educational visits only ● Risk assessments of visits and journeys to be undertaken by visit leaders ● No overnight visits until government guidance changes ● Pupils grouped together on transport in the same bubbles that are adopted within school where possible ● Journeys planned to allow distancing within vehicles (this may mean large vehicles or more are used) ● Use of hand sanitiser upon boarding and/or disembarking 	
Vulnerability of pupils not in school in the event of self-isolation;	<ul style="list-style-type: none"> ● Staff to consider and plan how online resources can be used to shape remote learning building on systems that were implemented during the partial closure ● Staff to consider a plan for remote education for pupils, using national resources such as The Oak Academy and work posted on SPVS online system 	

local or national outbreaks	<ul style="list-style-type: none"> Regular contact with pupils who remain at home – distance learning; video conference; email; phone calls 	
STAFF LATERAL FLOW TESTING	<ul style="list-style-type: none"> SEE APPENDIX ATTACHED 	
Section.4: Pupils		
Pupils spreading virus due to lack of understanding of routines	<ul style="list-style-type: none"> Pupils will be reminded when they return about the need to stay apart from others and expectations around hygiene 	<p>e-Bug has produced a series of helpful coronavirus posters:</p> <ul style="list-style-type: none"> Horrid hands Super sneezes Hand hygiene Respiratory hygiene Microbe mania <p>Staff on duty outside school to monitor protection measures</p>
Hand hygiene not being followed	<ul style="list-style-type: none"> Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing Staff help is available for pupils who have trouble cleaning their hands independently. Pupils are encouraged not to touch their mouth, eyes and nose Pupils encouraged to use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it') 	
No limit to equipment increases risk of spread of the virus	<ul style="list-style-type: none"> The equipment pupils bring into school each day is limited to essentials such as lunch boxes, water bottles, hats, coats, books and mobile phones (Y6 only) Bags are allowed 	
Pupils who show signs of COVID-19 or who are unwell are not isolated and this increases risk of virus spreading	<ul style="list-style-type: none"> Children who display symptoms/become ill during the school day are to be isolated Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others in a well ventilated room (staff with the children are dressed in PPE – face mask, apron and gloves) Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection 	
Vulnerable pupils	<ul style="list-style-type: none"> Regular reporting to LA and DfE regarding attendance of key groups Regular contact with vulnerable pupils Regular contact maintained with pupils who are not deemed vulnerable but who are remaining at home Risk assessment of vulnerable pupils - https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance Review EHCPs where required 	

Pupil Behaviour	<ul style="list-style-type: none"> Review behaviour policies to consider how pupils not following distancing rules will be managed Revised Home-school agreement created, shared and signed by pupils and parents Government guidance to be used when considering alterations to existing behaviour policies 	
Section.5: Parents		
Parental gathering increases risk of virus spreading	<ul style="list-style-type: none"> Parents informed only one parent to accompany child to and from school Parents' drop-off and pick-up protocols to minimise contact – gatherings at the school gates/doors are prohibited School start times staggered so class groups arrive at different times are communicated to parents Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website), advice on transport etc... Parents and pupils encouraged to walk or cycle where possible Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). Discourage parents and pupils from bringing in toys and other play items from home. Revised Home-school agreement created, shared and signed by pupils and parents Parents are given a named point of contact for reassurance – HT / DHT / AHT / Phase Leads / Pastoral Support Lead 	<p>Information shared with parents through 'Road map'</p> <p>Staff on duty at the start and end of the school day to monitor closely protection measures, particularly encouraging parents to drop-off and collect quickly</p>
Poor management of unwell pupils leads to increased risk of virus spreading	<ul style="list-style-type: none"> Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Parents are encouraged to make full use of the Test and Trace guidance – including recognising known symptoms, gaining access to a test, self-isolation protocols, testing and communicating outcomes with school in a timely manner Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the medication policy or if an emergency verbal permission over of the phone 	

Date of review:

Date of second review:

Date of third review:

Name of Headteacher:

Name of Chair of Governors:

Signature:

Signature:

Changes arising from on-going risk assessment review

Additions / Changes to RA & Date
Amended 15 th September 2020
Amended 17 th September 2020
Amended 3 rd November 2020
Amended 4 th January 2021
Amended 14 th January 2021
Added 31 st January 2021

APPENDIX: Lateral Flow Device Testing of Staff (Primary Home Testing Programme)

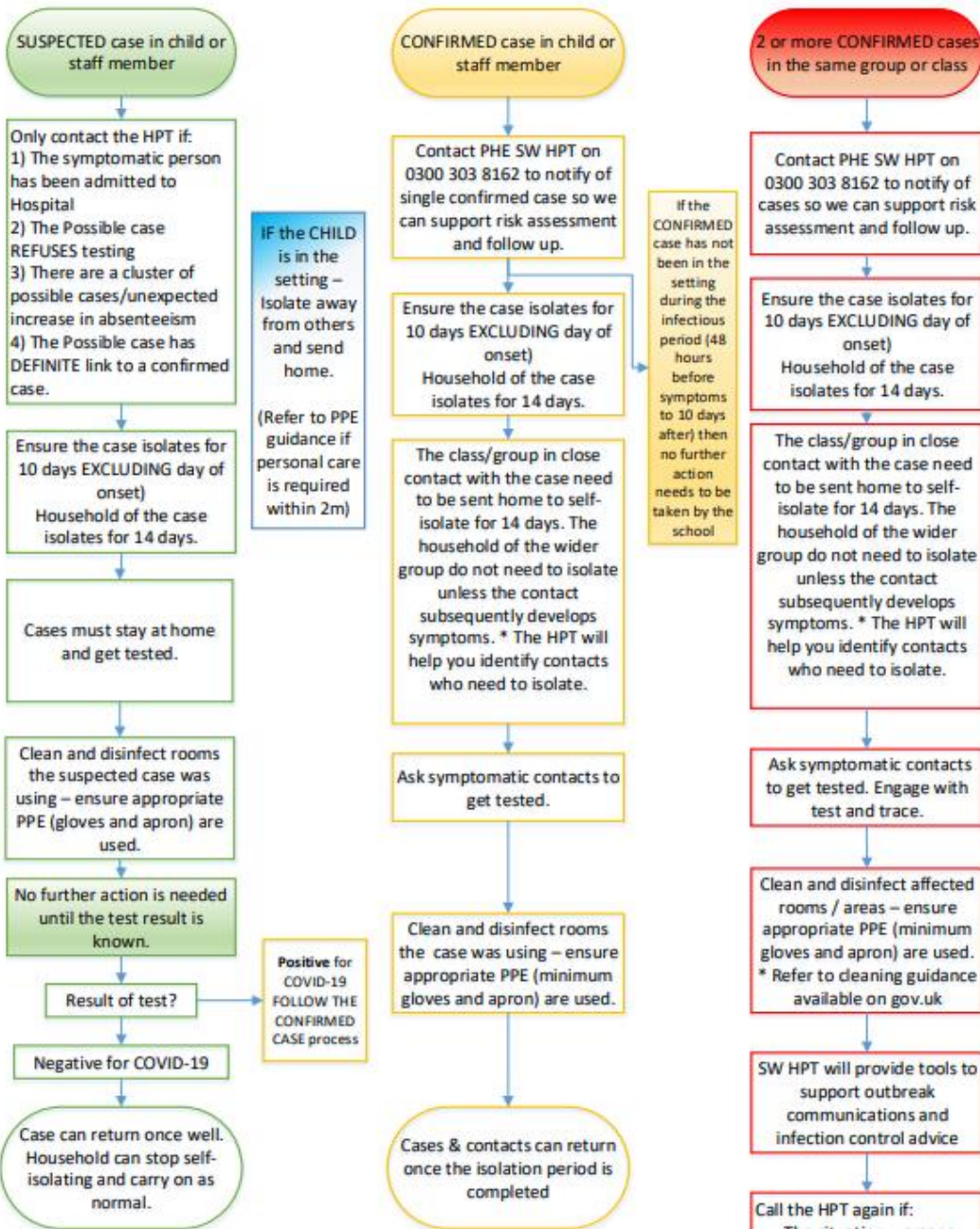
Hazard	Who is at risk?	Controls to alleviate risk	Further action required
Consent not obtained for testing	All staff and regular visitors	<ul style="list-style-type: none"> • Consent will be obtained for periodic lateral flow device (LFD) testing prior to the issuing of home test kits • Any individual who has previously had COVID-19 should have a lateral flow test • Anyone who is COVID-vaccinated should undertake normal testing and will need to isolate if they test positive or identified as a close contact 	
Risk of data being collected and stored without consent		<p>Ensure that all staff are aware of (via the Privacy Notice):</p> <ul style="list-style-type: none"> • how their data will be kept and used - Data shared with school • Personal Data will be involved • Processing of personal data after a positive response explained • Staff rights 	
Lack of training/ awareness/ competence	All staff and regular visitors	<ul style="list-style-type: none"> • All staff have received appropriate training in self-administering an LFD test • Staff to watch How to self-test video with Dr Amir Khan • All staff will have received an instruction handout and signed to state they have understood the testing process. Staff must ensure they use the correct version (V1.3.2) not the instructions that are in the box • The COVID coordinator oversees testing arrangements (including distributing the test kits for staff), recording this on the Test Kit Log, providing monitoring of standards and opportunities to conduct further training are provided if needed. • All staff have seen and read this asymptomatic testing risk assessment. • The Registration Assistant will record all staff test results onto a local database as well as updating the Test Kit Log. • The instruction handout (V1.3.2) that are included with testing kits explain how to complete a swab of the mouth and nose and then how to process the test. 	

Inappropriate storage of equipment	All staff and regular visitors	<ul style="list-style-type: none"> • Unused tests, ready for collection are stored in a secure lockable area with ambient temperature of between 2 and 30°C. • Tests are collected by staff and stored in an environment between 2 and 30°C. They should not be kept in a car, fridge or any place in the home where temperatures fall above or below the recommended storage temperatures. • At time of use the tests temperature should be 15-30°C. If it's below this then leave it at room temperature for 30 minutes before beginning the test. • Unused tests are stored in maintained outer packaging to prevent contamination. • System in place for stock control and units used, monitored by COVID Co-ordinator 	
Capacity to safely collect test kits	All staff and regular visitors	<ul style="list-style-type: none"> • Staff will collect their tests from a designated area. • Staggered and controlled entry into the collection point. Overseen by COVID Coordinator. • Social distancing (2m) achieved before, during and after collection of the test. • Temperature for collection should be between 2 and 30°C. • This area should be subject to a clean-as-you-go routine to avoid risk of transmission and contamination. • The COVID Coordinator will record the batch number of the test an individual takes home in case of recall or other product issues. • Supply staff should be tested before they commence teaching if consent is received. • Staff to not open test at school and instead take home to open. Staff to open only when they are about to take the test. 	
Inadequate hand and respiratory hygiene	All staff and regular visitors	<ul style="list-style-type: none"> • Hands should be washed after blowing nose • Use the waste bag available to dispose of tissue and other waste (including test, swab, etc. after use). • All surfaces should be wiped clean before and after every test, to avoid contamination. 	

Timing of testing	All staff and regular visitors	<ul style="list-style-type: none"> • Staff to be communicated with that testing is only for asymptomatic identification not for those presenting with symptoms. No-one should attend site if they have COVID symptoms. • Tests are only for the use of the person assigned the kits – they should not be taken by anyone else • The testing routine will consist of two tests 3 to 4 days apart (if this isn't possible, they should be spaced apart, around staff working hours, and still conducted twice a week), testing should not take place within 30 minutes of eating. 	
Correct test set-up to avoid cross contamination and transmission	All staff and regular visitors	<ul style="list-style-type: none"> • Do the test alone, to avoid the risk of contamination. • The test area should be well lit and have good airflow. • The ambient temperature should be 15-30°C for the lateral flow devices to operate and 2-30°C for storing them. • Lateral flow test cartridges should remain on a clean, flat surface such as a table. • Staff who have suffered a recent nose bleed should swab the other nostril • If staff have a nose piercing, they are advised to swab the other nostril. If both sides are pierced, remove piercing on one side before swabbing 	
Staffing	All staff and regular visitors	<ul style="list-style-type: none"> • Adequate numbers of staffing are available to cover both roles as identified within the guidance - COVID Coordinator + Registration Assistant. These roles can be combined if necessary. • Contingency staff are available to cover any absence or emergency. (Staff should be regularly involved to maintain competence). 	
Isolation of staff who test positive	All staff and regular visitors	<ul style="list-style-type: none"> • If a staff member tests positive using the LFD then they should book a PCR test as soon as possible and isolate. Inform the school of the test result. • The current national policy does not require close contact self-isolation as a legal requirement for LFD results until the positive, confirmatory test result, but in the interest of public health, contacts should self-isolate. 	
Running out of tests	All staff and regular visitors	<ul style="list-style-type: none"> • The information on the Test Kit Log will identify what, and how much equipment is being delivered. • The stocks will be monitored and re-ordered where applicable by the COVID Coordinator. 	

Recording and Reporting	All staff and regular visitors	<ul style="list-style-type: none"> • Each member of staff will need to record any result on the government website https://www.gov.uk/report-covid19-result and inform the Registration Assistant of their result. • Any clinical issues using the test kits (that cause staff members physical harm) need to be reported to https://coronavirus-yellowcard.mhra.gov.uk/ In the event of any emergency issue staff should contact 111 or 999. • Non—clinical issues such as faulty/ broken equipment should be resolved by contacting 119. 	
Incorrect result, wrong samples or miscoding of results	All staff and regular visitors	<ul style="list-style-type: none"> • Detailed operating arrangements are provided in the instruction handout. Resources and training in order to minimise the risk of incorrect allocation or recording of results. • Instructions are followed as per the handout • Monitoring of process and staff competence is undertaken regularly. • If a staff member records two void tests in a row (this is very unlikely), they should then get a PCR test. 	

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19, as well as other infectious diseases, spreading in schools.
 If you have any infection control concerns or questions please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk.
 GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance
 TESTING: Visit nhs.uk/ask-for-a-coronavirus-test or call 119.



COVID-19 Case Definition: (as of 18/05/20)
 • A high temperature
 • A new, continuous cough
 • A loss of, or change to, your sense of smell or taste

INFECTIOUS PERIOD:
 48 hours before the onset of symptoms to 10 days after onset.
 IF case has no symptoms but a positive test, it is 48 hours prior to test

Cleaning:
 For detailed guidance refer to the guidance on gov.uk:

Routine measures during COVID-19 pandemic should already be to outbreak standard.

PPE should be worn for cleaning – minimum gloves and disposable apron. Consider using face mask and eye protection if risk is high – ie. Cleaning areas where there are visible bodily fluids.

Public areas (e.g. corridors – clean as normal)

Surfaces that could be contaminated need cleaning and disinfection.

All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton. [Check chemicals in use are effective against enveloped viruses]

Avoid splashes and spray when cleaning where possible.

Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal.

If the CONFIRMED case has not been in the setting during the infectious period (48 hours before symptoms to 10 days after) then no further action needs to be taken by the school

IF the CHILD is in the setting – Isolate away from others and send home. (Refer to PPE guidance if personal care is required within 2m)

Positive for COVID-19 FOLLOW THE CONFIRMED CASE process

Five key principles

